

Membership Balance Plan  
National Security Education Board

Agency: Department of Defense (DoD)

1. Authority: The Secretary of Defense, under the provisions of 50 U.S.C. § 1903, the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C. Appendix, as amended), and 41 C.F.R. § 102-3.50(a), established the National Security Education Board (“the Board”).
2. Mission/Function: The Board shall provide the Secretary of Defense independent advice and recommendations on developing the national capacity to educate U.S. citizens to understand foreign cultures, strengthen U.S. economic competitiveness, and enhance international cooperation and security.
3. Points of View: Under the provisions of 50 U.S.C. § 1903(b), the Board is made up of 14 members.

The following individuals or the representatives of such individuals:

- a. The Secretary of Defense, who shall serve as the Chairman of the Board.
- b. The Secretary of Education.
- c. The Secretary of State.
- d. The Secretary of Commerce.
- e. The Secretary of Homeland Security.
- f. The Secretary of Energy.
- g. The Director of National Intelligence.
- h. The Chairperson of the National Endowment for the Humanities.

Six individuals appointed by the President, who shall be experts in the fields of international, language, area, and counter-proliferation studies education and who may not be officers or employees of the Federal Government.

Consistent with 50 U.S.C. § 1903, the Secretary of Defense designates the Under Secretary of Defense for Personnel and Readiness (USD(P&R)) as the Chairperson of the Board. The Assistant Secretary of Defense for Readiness and Force Management shall perform the functions of the Chairperson of the Board when the USD(P&R) is unavailable to chair a specific session of the Board. The authority to chair the Board may not be further delegated.

Each member, based upon his or her individual and professional experiences, provides his or her best judgment on matters before the Board, and he or she does so without representing any particular point of view and in a manner that is free from conflict of interest. Members of the Board appointed by the President shall be appointed to serve as experts and consultants under the authority of 5 U.S.C. § 3109 and to serve as special government employee members.

DoD, unless otherwise directed by an Act of Congress or Presidential directive, does not use representative members on DoD established or supported advisory committees.

4. Other Balance Factors: None.

Membership Balance Plan  
National Security Education Board

5. Candidate Identification Process: Members of the Board appointed by the President shall be appointed for a period specified by the President at the time of their appointment, but not to exceed four years. Representatives from the other Executive Branch Departments and Agencies are selected according to the policies and procedures of their respective Departments and Agencies.

Following the President's appointments, the candidates are required to complete the necessary appointment paperwork, to include meeting ethics requirements stipulated by the Office of Government Ethics for advisory committee members.

Member vacancies on the Board will be filled in the same manner as described in the previous two paragraphs above.

6. Subcommittee Balance: DoD, when necessary, and consistent with the Board's mission and DoD policies and procedures, may establish subcommittees, task forces, or working groups to support the Board.

The Secretary of Defense or the Deputy Secretary of Defense shall approve the appointment of subcommittee members for one-to-four year terms of service with annual renewals; however, no member, unless authorized by the Secretary, may serve more than two consecutive terms of service. These individuals may come from the Board or may be new nominees, as recommended by the USD(P&R) and based upon the subject matter(s) under consideration.

DoD, in selecting potential candidates for the subcommittees, reviews the educational and professional credentials of individuals with extensive backgrounds in the areas of primary interest to the subcommittee. Potential candidates are identified by the Board's Designated Federal Officer (DFO) and the Board's professional staff, and in some instances, based upon discussions with other senior career and political officials within the Department.

Once potential candidates are identified, the DFO reviews the credentials of each individual and narrows the list of potential candidates. The list is then forwarded to the USD(P&R) for further scrutiny, in accordance with governing Federal statutes and regulations and governing DoD policies and procedures.

The USD(P&R) strives to achieve a balance between the educational and professional credentials of the candidates and the issues addressed to each subcommittee.

The Office of General Counsel of the Department of Defense (OGC DoD) and the Office of the Advisory Committee Management Officer review candidates to ensure compliance with Federal and DoD governance requirements, including compliance with the Board's charter and membership balance plan. Following this review, the USD(P&R) formally nominates candidates to the Secretary of Defense for approval. Pursuant to DoD policy, only the Secretary of Defense or the Deputy Secretary of Defense can invite or approve the appointment of individuals to subcommittees established or supported by the DoD.

Membership Balance Plan  
National Security Education Board

Subcommittee membership vacancies will be filled in the same manner as described in the previous six paragraphs above.

Following approval by the Secretary of Defense or Deputy Secretary of Defense, the candidates are required to complete the necessary appointment paperwork, to include meeting ethics requirements stipulated by the Office of Government Ethics for advisory committee members.

7. Other: As nominees are considered for appointment to the Board, the DoD adheres to the Office of Management and Budget's Final Guidance on Appointment of Lobbyists to Federal Boards and Commissions (76 F.R. 61756; October 5, 2011) and the rules and regulations issued by the Office of Government Ethics.
8. Date Prepared: March 11, 2013